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**ANNEX A**

**TRAINING ANNEX**

**I. OBJECTIVE:**

To provide a program which will ensure that the civilian reservists are trained to the extent necessary in order to convert to productive staff employees within a minimum period of time.

**II. TRAINING SUPPORT:**

The Office of Training will provide the following support for this project, irrespective of the office or component to which the reservist is to be assigned:

1. Courses: A scheduled orientation program will be conducted at specified times during the period June through September. This program will be approximately two days duration and will be similar to the orientation now provided staff personnel upon their EOD.

2. Technical Supervision: The Office of Training will provide technical supervision of the approved training programs established within components interested in this project. This supervision will ensure that the scope and character of training and the evaluative procedures are in consonance with the objectives of the project.

3. Personnel: No additional personnel are required by the Office of Training.

**III. LOGISTIC SUPPORT:**

No logistic support will be required by the Office of Training.

**IV. SPECIAL CONSIDERATIONS:**

1. Training: EOD procedures will ensure that initial starting dates for duty of all new members of the civilian reserve are consistent with a scheduled starting date of the special OTR conducted orientation course, described in paragraph II 1 above.

2. Tests: All individuals on or before their initial tour with the Agency will be required to take the Professional Employees Test Battery. Results of these tests will be made known to interested offices.

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**V. IMPLEMENTATION AND ADMINISTRATION:**

Implementation will take place subsequent to receipt of written notice of project approval by the appropriate approving authority. The administration of the initial training support to this project will be the responsibility of the Chief, Intelligence School, Office of Training. All subsequent training will be the responsibility of those components in the Agency to which civilian reservists are allocated.